



"First in Finance Support"



266th Finance Command Operation Iraqi Freedom Redeployment Briefing

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**266th FINCOM
Finance and Accounting Policy**

28-May-

Final TDY Settlement Voucher

- Deployed soldiers earn \$3.50 per day for travel incidental expenses while deployed OCONUS (\$2.00 per day if TDY in CONUS)
 - Finance will pay a lump sum payment for incidental expenses on the final travel settlement voucher
- To ensure timely payment, it is imperative the travel settlement voucher be completed properly. Include the following with the Travel Voucher (DD Form 1351-2):
 - Copies of all receipts over \$75
 - Copies of all paid intra-theater TDY settlement vouchers
 - Annotate and include a copy of all travel advances
 - Annotate leave days on the travel voucher and include a copy of all leave forms if leave was taken during the duration of the deployment
- The settlement voucher will be completed at the finance briefing during the reintegration phase.

Stopping Deployed Entitlements

- Deployed finance offices will stop the following deployment entitlements when soldiers depart the combat zone:
 - Hostile Fire Pay (HFP)
 - Combat Zone Tax Exclusion (CZTE)
 - Hardship Duty Pay-Location (shown as “Save Pay” for Active Component soldiers and as “Other Credits” for Reserve Component soldiers on the Leave and Earnings Statement)

Entitlements Stopped after Redeployment

- Basic Allowance for Subsistence (BAS)
 - BAS collections will resume beginning the date the soldier is issued a meal card
 - Commanders must ensure they submit a DA Form 4187 to finance in a timely manner to resume the discount meal deductions for meal card holders
- Family Separation Allowance (FSA) – shown as “FSH” for Active Component Soldiers and as “FAM SEP ALWS” for Reserve Component soldiers on the Leave and Earnings Statement
 - Finance Offices will stop FSA effective the day prior to arrival at home station

Verifying Entitlement Stops

- It will take 5-7 days before the entitlement stops will update into the pay system
- Finance Battalions will conduct audits and collect money paid to soldiers for which they were not entitled
- In order to avoid potential financial hardship, soldiers must notify finance if they are receiving deployed entitlements after arriving back to their home stations
- Unit commanders/1SGs must also pay careful attention to the Unit Commanders Finance Report (UCFR) to ensure soldiers are properly paid

Savings Deposit Program (SDP)

- Soldiers must stop SDP allotments; they will not stop automatically
- Withdraw funds from the SDP account NLT 90 days after departing the combat zone (no interest accrues after 90 days)
- Write to DFAS at the following address to withdraw the money from the account:

DFAS-CL
ATTN: Code FMCS
1240 East 9th Street
Cleveland, OH 44199-2055
- Include in the letter your name, social security number, branch of service, bank routing number, account number, (or address for delivery of a check), ETS date, and date of departure from the combat zone. Include with the letter a copy of all Cash Collection Vouchers (DD Forms 1131) demonstrating evidence of deposit.
- Retain a copy of the packet sent to DFAS in case it is lost or misplaced

28-May-

Special Leave Accrual (SLA)

- The intent of SLA is to allow soldiers to carry over more than 60 days of leave into a subsequent fiscal year due to a lengthy deployment to a combat zone
 - Soldiers must be deployed to a combat zone for more than 120 days to qualify for SLA
 - Soldiers can carry forward up to 90 days of leave over a fiscal year when including SLA leave
 - Soldiers must use the SLA leave before the end of the third fiscal year after departing the combat zone or it is lost
- SLA is affected by the timing of when a soldier takes leave--the last leave earned is the first leave used from the soldier's leave balance
- The sooner a soldier takes leave following a deployment, the more SLA leave the soldier will use up
- Personnel is the proponent for the SLA program and can assist units/personnel in the approval process

W2/LES REQUESTS

- Soldier must submit requests through the Unit S1/PAC
- Unit S1/PAC will batch the requests and submit to the servicing Finance Office for processing
- Finance Offices will process requests within 48 hours and return to the Unit S1/PAC to give to the soldier

COLA & REDEPLOYMENTS

- If family returned to CONUS and stayed away longer than 30 days, COLA changed to the “without dependent” rate
 - Soldier should have submitted DA Form 4187 to change COLA entitlement to “without dependent” rate
- If family returns to OCONUS PDS and is still command sponsored, rate changes back to “with dependent”
 - Soldier must submit another DA Form 4187 to change COLA entitlement back to “with dependent” rate

Backup Slides

Special Leave Accrual Examples

In the following examples, the soldier was deployed for 12 months and earned 30 days of SLA. The examples below demonstrate the impact of taking leave at various times of the year.

Example #1

Example #2

Example #3

SLA Computation	Leave From 1-30 Oct XX	Leave From 1-30 Mar XX	Leave From 1-30 Sep XX
Balance- 1 Oct XX (30 days SLA)	90	90	90
Leave Taken	(2.5 days earned) 30	(15 days earned) 30	(30 days earned) 30
Leave Balance- 30 Sep XX	90	90	90
"Use or lose" leave	27.5	15	0
SLA Balance- 30 Sep XX	2.5	15	30
Balance- 1 Oct YY (Bal Fwd)	62.5	75	90

Soldier lost 27.5 days of leave because leave was taken immediately following the deployment using most of the SLA leave

Soldier lost 0 days of leave because leave was taken at the end of the Fiscal Year saving the SLA leave to carry over into the following Fiscal Year

Combat Zone Tax Exclusion Leave (CZTEL)

- Leave earned in a combat zone is tax free
 - CZTEL + CZTE for applicable month cannot exceed \$5,957.70
- When soldiers take leave after departing the combat zone, the taxes associated with the leave days will be deducted/reimbursed
- If soldiers take leave during the month of departure from the combat zone, the soldier accrues no tax benefit because the month is already tax free
- CZTEL is applied to first leave(s) taken after departure from the combat zone
- Example
 - Soldier earns 15 days of leave in the combat zone and departs on 1 Dec xx and takes 10 days of leave in Jan xx and 10 days of leave in Mar xx
 - All 10 days of the Jan xx leave are tax free and 5 days of the Mar xx leave are tax free